Gearing You For Growth

Learning to Lead

Course Overview

Most managers would prefer to be known as excellent leaders rather than excellent managers.

Upon completion of this course, delegates will understand the sources of leadership power, the primary ways to handle resistance to change, the difference between managers and leader/managers, and developing and communicating your vision.

Target Audience

Managers, supervisors, and anyone aspiring to become a leader or manager.

Prerequisites

There are no prerequisites for this course.

Duration

- 1 Day

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Course Outline

Module 1: Exploring your leadership potential
- Differentiating leaders from managers.
- Assessing your readiness for leadership.
- Developing your personal management practices.

Module 2: Being your personal best
- Rethinking leadership traits.
- Understanding and using leadership power.
- Wielding role power judiciously.
- Avoiding the pitfalls of role power.
- Defining relationship power.
- Managing your "chip" account.
- Realizing the power of knowledge.
- Communicating confidence through non-verbal cues.
- Projecting a leadership attitude.

Module 3: Being a visionary
- Knowing where you are going.
- Avoiding the roadblocks in the details.
- Making decisions according to your vision.
- Communicating your vision.
- Working with stakeholders.
- Creating goals to reach your vision.

Module 4: Being a change agent
- Leading people through change.
- Assessing potential organizational change.
- Understanding the human response to change.
- Recognizing project versus cultural change.
- Managing change effectively.
- Developing a culture for change and learning.
- Keeping current with continuous learning.
- Fostering ongoing improvement in your workplace.

Module 5: Being a team leader
- Bringing people together into teams.
- Assessing team effectiveness.
- Working toward common goals.
- Knitting together varied responsibilities.
- Developing the human side of teams.
- Turning conflict into team cohesiveness.
- Setting the tone for resolving conflict productively.
- Describing versus evaluating others' behaviour.
- Discerning content conflicts versus relationship conflicts.
- Refraining from conflict in writing.
- Promoting direct communication among team members.
- Increasing trust within the team.

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Module 6: Creating an action plan
- Ranking management and leadership practices.
- Interpreting your scores.
- Identifying skills to be strengthened.
- Setting goals for leadership development.
- Communicating your development plan.
- Drafting your leadership self-portrait in six months.